

**CITY OF GULFPORT, MISSISSIPPI
REQUEST FOR PROPOSALS
TO PROVIDE APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES**

The City of Gulfport, Mississippi is requesting Qualification Statements and competitive Cost Proposals for Professional Appraisal Services and Professional Review Appraisal Services in conjunction with their Katrina Community Development Block Grant (CDBG) Program. Appraisals and review appraisals shall conform to the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, As Amended (Uniform Act).

APPRAISAL SERVICES

1. Documentation of Appraisal Board memberships.
2. Documentation regarding the experience of the individual(s)/firm in property appraisals for federally assisted programs; identify each project that involved acquisition of real property as required by the Uniform Act.
3. Description of the firm's work force, including the number and title of staff available to provide requested services. Provide the qualifications and experience of each staff member.
4. Documentation regarding the experience of the individual(s)/firm in appraising buildings for purchase by public agencies. Identify each public agency for which the appraisal was performed.
5. Documentation of the qualifications of the firm's workforce.

REVIEW APPRAISAL SERVICES

1. Documentation of Appraisal Board memberships.
2. Documentation regarding the experience of the individual(s)/firm in property Review Appraisals for federally assisted programs; identify each project that involved acquisition of real property as required by the Uniform Act.
3. Description of the firm's work force, including the number and title of staff available to provide requested services. Provide the qualifications and experience of each staff member.
4. Documentation regarding the experience of the individual(s)/firm in reviewing appraisals of the publicly owned buildings for purchase by public agencies. Identify each public agency for which the review appraisal was performed.
5. Documentation of the qualifications of the firm's workforce.

Information packages concerning the request for proposals are available at the City of Gulfport, Procurement Department, 1410 24th Avenue, Gulfport, MS 39501, between the hours of 8 A.M. and 5 P.M., Monday through Friday.

Proposals for this project will be rated according to the following criteria:

1. EXPERIENCE preparing appraisals and/or review appraisals for water and wastewater improvements, land, and appurtenant facilities and elements of value;
2. QUALIFICATIONS, knowledge, and technical expertise in this and similar projects;
3. CAPACITY FOR PERFORMANCE to perform required services in a timely manner, given current workload and staff.

All proposals will be rated on the following system to determine the best offer – Description and Maximum Points:

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| • Qualifications | 30 points |
| • Experience | 40 points |
| • Capacity | <u>30 points</u> |
| ○ Total | 100 points |

SECTION 3

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area. Section 3 also requires that “*to the maximum extent feasible*” contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

Proposals will be reviewed by the selection committee using the above selection criteria. A written contract will be awarded to the individual/firm whose proposal is determined by the committee to be the most advantageous to the City.

The City of Gulfport, MS reserves the right to reject any and all proposals or to waive any informality. The City of Gulfport, MS is an equal opportunity employer.

Proposals should be sealed and properly labeled “PROPOSAL FOR APPRAISAL SERVICES, THE CITY OF GULFPORT, MS and/or PROPOSAL FOR REVIEW APPRAISAL SERVICES, THE CITY OF GULFPORT, MS., whichever is applicable. Proposals shall be delivered or mailed to Connie Debenport, Purchasing Manager, City of Gulfport, 1410 24th Avenue, Gulfport, MS 39501, no later than 2:00 pm, on September 24, 2010. Any proposals submitted beyond this date and time will be returned unopened.

Publish in the Legal Section on: 08-19-10 and 08-26-10

Send Invoice and Proof of Publication To: Connie Debenport, Purchasing Manager
City of Gulfport
1410 24th Avenue
Gulfport, MS 39502

Send Copy of Proof of Publication To: Olie Elfer
Jimmy G. Gouras, Urban Planning Consultants
1100 Cherry Street
Vicksburg, MS 39183